



## COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

February 4, 2026 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

- A. CALL MEETING TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. PUBLIC PARTICIPATION**

*The purpose of this item is to allow citizens an opportunity to address the BCDC Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.*

- D. REGULAR ITEMS**

1. Consider approval of the December 10, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.
2. Discuss and consider potential economic development projects.
3. Discussion of Financial Report ending December 2025.

- E. FUTURE ITEMS**

- F. ADJOURNMENT**

*The Bartonville Community Development Corporation reserves the right to adjourn into a closed meeting or executive session as authorized by Texas Government Code, Sections 551.001, et seq. (the Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.088 of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.*

### CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Thursday, January 29, 2026, prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: \_\_\_\_\_

By: \_\_\_\_\_, Title: \_\_\_\_\_



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

---

**DATE:** February 4, 2026

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Consider approval of the December 10, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.

---

**SUMMARY:**

Minutes from December 10, 2025, Regular Bartonville Community Development Corporation Meeting.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

Approve as presented.

**ATTACHMENTS:**

- December 10, 2025, Regular Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 10TH DAY OF DECEMBER 2025, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Brenda Latham, Chair  
Chad Carlson, Vice Chair  
Scott Daum, Director  
Laura Karbush-Smith, Director  
Laura Pittman, Director

*Directors Absent:*

Jan Deatherage, Director

*Town Staff Present:*

Kirk Riggs, Town Administrator  
Shannon Montgomery, Town Secretary

**A. CALL MEETING TO ORDER**

Chair Latham called the meeting to order at 6:00 pm.

**B. PLEDGE OF ALLEGIANCE**

Director Latham led the Pledge of Allegiance.

**C. PUBLIC PARTICIPATION**

*The purpose of this item is to allow citizens an opportunity to address the BCDC Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.*

There was no public participation.

**D. REGULAR ITEMS**

**1. Consider approval of the October 8, 2025, Bartonville Community Development Corporation Regular Meeting Minutes.**

Motion made by Director Smith, seconded by Director Daum, to **APPROVE** the October 8, 2025, Bartonville Community Development Corporation Regular Meeting Minutes as presented. Motion carried unanimously.

**2. Discuss and consider potential economic development projects, including landscaping.**

Directors summarized that they projects are three-fold – prevent erosion, help with drainage, and beautify.

Director Daum volunteered to walk through the proposed landscaping locations to review drainage and take measurements. Director Karbush-Smith offered to help.

Agenda items to include in the February 4, 2025 meeting include reviewing the measurements, getting a good list of what supplies, rock, plants, etc. creating a specific Request for Proposals (RFP) and list of who to send the RFP to.

**3. Discuss future planning of economic development projects.**

No discussion.

**4. Discussion of Financial Report ending November 2025.**

Town Secretary Montgomery provided a summary of the financial report ending November 2025 and addressed questions from Directors.

**E. FUTURE ITEMS**

Discussion only, no action taken.

**F. ADJOURNMENT**

Chair Latham adjourned the meeting at 6:56 pm.

**APPROVED this the 4th day of February 2026.**

**APPROVED:**

---

Brenda Latham,  
Chair

**ATTEST:**

---

Shannon Montgomery, TRMC,  
Town Secretary



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

**DATE:** February 4, 2026

**FROM:** *Board Discussion*

**AGENDA ITEM:** Discuss and consider potential economic development projects.

## **SUMMARY:**

During discussion at the December 10, 2025 meeting, the consensus of the Directors was to work on:

- Reviewing the measurements of proposed areas
- Obtaining a good list of supplies are needed – rocks, plants, etc.
- Creating a specific Request for Proposal (RFP)
- Creating a list of who to send the RFP to

**FISCAL INFORMATION:** N/A

## **RECOMMENDED MOTION OR ACTION:**

No action necessary, begin discussion of items above and working on Request for Proposal.

## **ATTACHMENTS:**

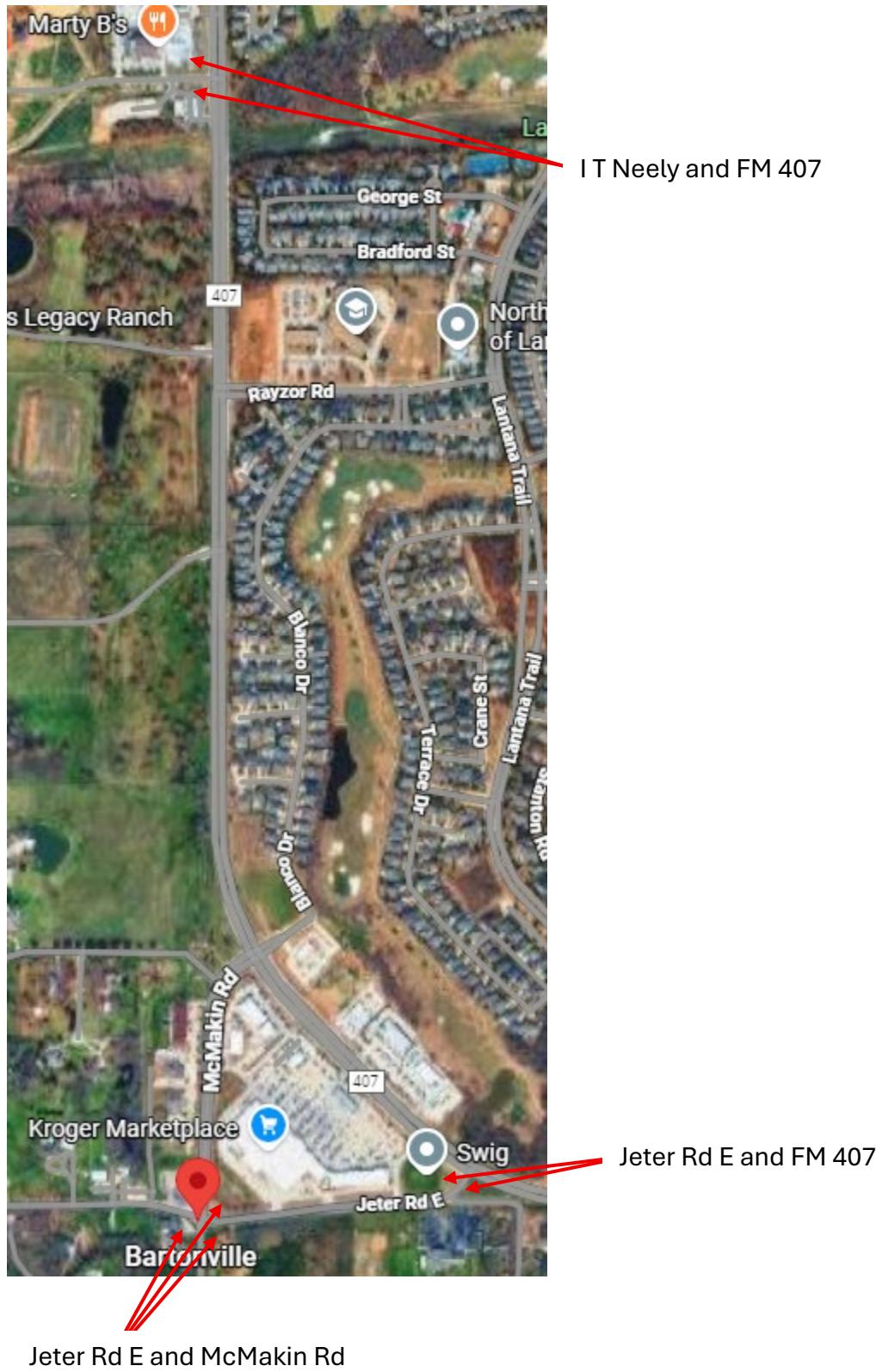
- Proposed RFQ Document
- Evergreen Landscaping Quote
- Argyle Landscapes

## Request for Quote

### Objectives:

1. Improve drainage
2. Prevent Erosion
3. Beautify Bartonville

### Locations:



I T Neely Dr and FM 407

Item D2.



Jeter Rd E and McMakin Rd

Item D2.



**Jeter Rd E & FM 407**

Item D2.



## Design Concept/Ideas

Item D2.

- Hill Country
- Drought Tolerate
- Erosion Control



# Providing exceptional landscape service in Denton county since 1985!

## Why choose Evergreen?

**Family  
Owned**

**60 + years  
Experience**

**Premium  
Materials**

**Full Customer  
Service Staff**

**Fully  
Insured**

**Bartonville Town Hall Town**  
1941 Jeter Rd E  
Bartonville TX 76226



Date: 10/26/2025  
Estimate #: 18953  
**Valid Until: 11/25/2025**

Estimate Description	Quantity	Rate	Amount
<b>FALL 2025 - LANDSCAPE ENHANCEMENTS</b> Evergreen Lawn & Landscape is proud to present a landscaping enhancement plan for the Town of Bartonville. Our goal is to elevate the community's visual appeal while <b>improving safety and long-term sustainability in public spaces.</b> Project includes installing new landscape beds throughout key town areas to create a <b>welcoming and well-maintained appearance.</b> These enhancements are designed to reflect the town's charm and provide year-round visual interest. We will incorporate decorative boulders and natural river rock, and low-maintenance plantings to <b>protect high-traffic corners and preserve landscape integrity.</b>	1	0.00	0.00
<b>PROJECT AREA A LOCATION- JETER X 407</b>	1	0.00	0.00
<u>Weed Fabric (sq ft)</u>	3500	1.04	3640.00
<u>Colorado River Rock 2in - 4in (ton)</u>	55	699.95	38497.25
<u>Moss Boulders (Large 200lb - 300lb) (each)</u>	20	262.95	5259.00
<u>Yucca - Color Guard (3g)</u>	21	68.95	1447.95
<u>Cactus - Spineless Prickly Pear (3g)</u>	10	59.95	599.50
<u>Desert Willow Tree (30g)</u>	3	569.95	1709.85
<u>Brown Steel Edging (In ft)</u>	340	9.45	3213.00
<b>PROJECT AREA B LOCATION—JETER X MCMAKIN</b>	1	0.00	0.00
<u>Weed Fabric (sq ft)</u>	1050	1.04	1092.00
<u>Colorado River Rock 2in - 4in (ton)</u>	16	699.95	11199.20
<u>Moss Boulders (Large 200lb - 300lb) (each)</u>	15	262.95	3944.25
<u>Yucca - Color Guard (3g)</u>	12	68.95	827.40
<u>Cactus - Spineless Prickly Pear (3g)</u>	6	59.95	359.70
<u>Desert Willow Tree (30g)</u>	3	569.95	1709.85
<u>Brown Steel Edging (In ft)</u>	220	9.45	2079.00
<b>PROJECT AREA C LOCATION—I T NELLY X 407</b>	1	0.00	0.00
<u>Weed Fabric (sq ft)</u>	600	1.04	624.00
<u>Colorado River Rock 2in - 4in (ton)</u>	9	699.95	6299.55
<u>Moss Boulders (Large 200lb - 300lb) (each)</u>	12	262.95	3155.4

Estimate Description	Quantity	Rate	A	Item D2.
<u>Yucca - Color Guard (3g)</u>	14	68.95	965.30	
<u>Cactus - Spineless Prickly Pear (3g)</u>	4	59.95	239.80	
<u>Desert Willow Tree (30g)</u>	2	569.95	1139.90	
<u>Brown Steel Edging (In ft)</u>	150	9.45	1417.50	
<b>Please Note:</b>	1	0.00	0.00	
			<b>Subtotal</b>	\$89,419.40
			<b>Sales Tax</b>	\$0.00
			<b>Total</b>	\$89,419.40

## Meet the Landscape Team



## Terms & Conditions

- We are not responsible for damage to underground pipes, wires, cables, utilities, or other unidentified material.
- The customer is responsible for making sure they have an adequate, functional irrigation system before the installation of any plant material (including sod).
- Warranty does not cover improper watering, act of God (drought, snow, ice, wind, etc.), insects, pets/animals, or disease.

- Warranty covers one replacement of the original plant at 50% of cost (See additional details below):
  - Trees (15gal or larger) - 1 year warranty at 50% of original cost
  - Shrubs (typically 7gal or smaller) - 90 day warranty at 50% of original cost
  - Perennials - 90 day warranty at 50% of original cost
  - Annuals - 7 day warranty at 50% of original cost
  - Turf/Sod - 30 day warranty, up to 10% of original quantity of yards installed at no charge
- See our website for full warranty information: <https://www.evergreenlls.com/policies>
- A 50% down payment is required for scheduling. The remaining balance is due upon completion of the job. We require a credit card on file for all accounts.
- If cancelled or changed by customer within 10 days of project date, a 20% restocking fee will be charged on material already purchased or changed.
- The actual selection of plants & trees will depend on the availability at the nursery. Supplies may fluctuate throughout the year. If the exact plant/tree bid on the estimate is not available, Evergreen staff will use their best judgement to provide a comparable substitute.

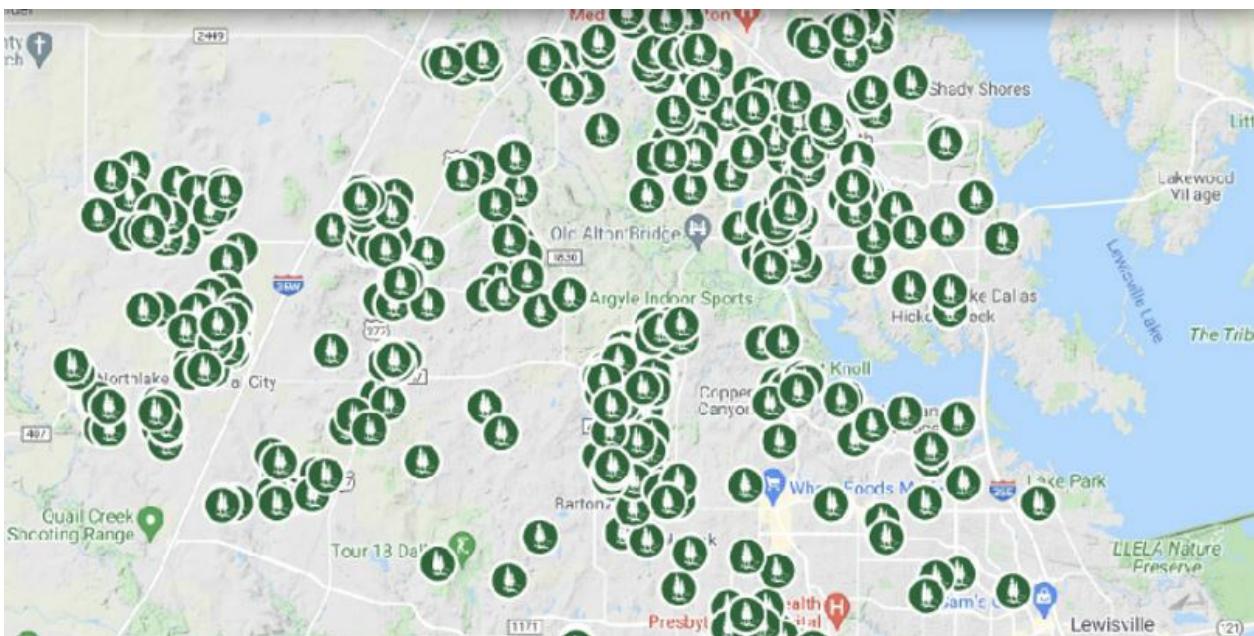
## Questions about your estimate?

**EMAIL**

**CALL**

## Ready to schedule your project?

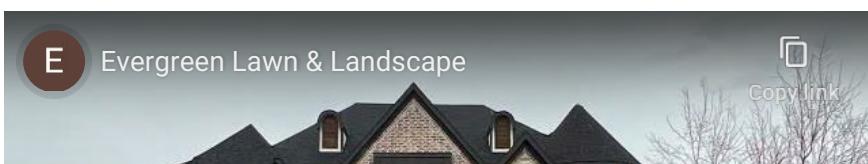
Join 1,000+ Happy Evergreen Customers

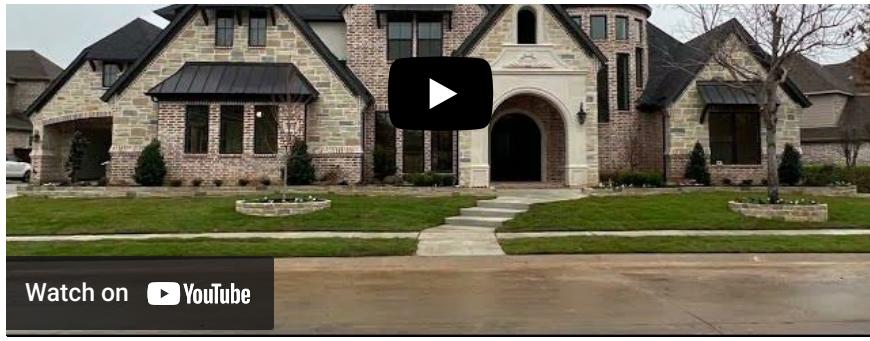


By signing this estimate you are agreeing to all the terms & conditions as set forth in this document.

### Sign your estimate below

**Note:** A signature and printed name are required to accept your estimate.  
A Red "Accept proposal" button will appear when each step has been completed.





## EXAMPLE PHOTOS OF DESIGN CONCEPT



Materials:

- Colorado River Rock
- Oklahoma Moss Boulders



Color Guard Yucca



Prickly Pear Cactus



Desert Willow Tree



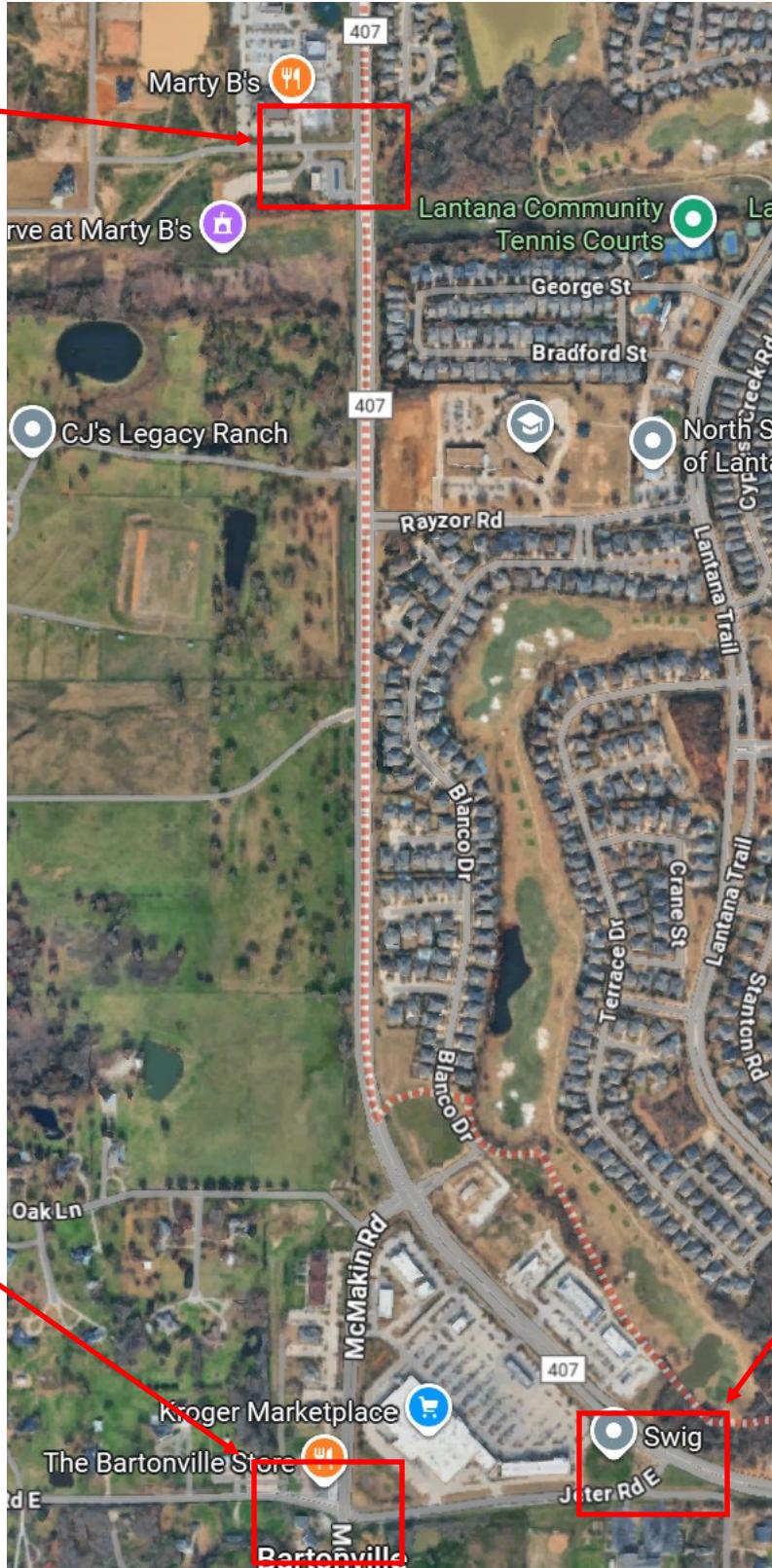
## TOWN OF BARTONVILLE

Item D2.

### OVERVIEW OF 3 PROJECT AREAS

#### PROJECT AREA C LOCATION

—IT NELLY X 407



#### PROJECT AREA B LOCATION

—JETER X MCMAKIN

#### PROJECT AREA A LOCATION

—JETER X 407

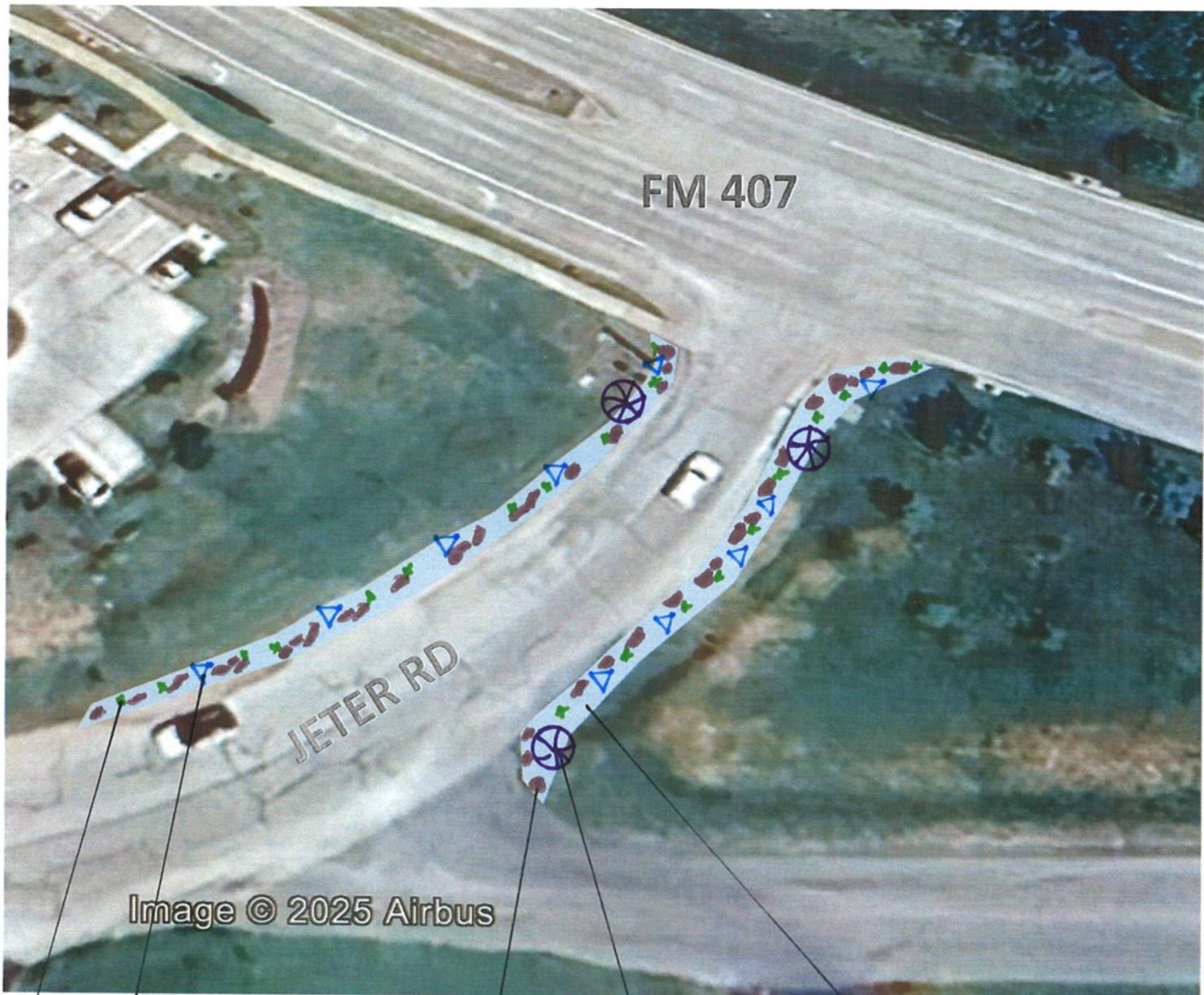


**EVERGREEN**  
Lawn & Landscape

Item D2.

TOWN OF BARTONVILLE

PROJECT AREA A LOCATION- JETER X 407



21-  
Color  
Guard  
Yucca

10- Prickly  
Pear  
Cactus

Boulders

3-Desert Willow

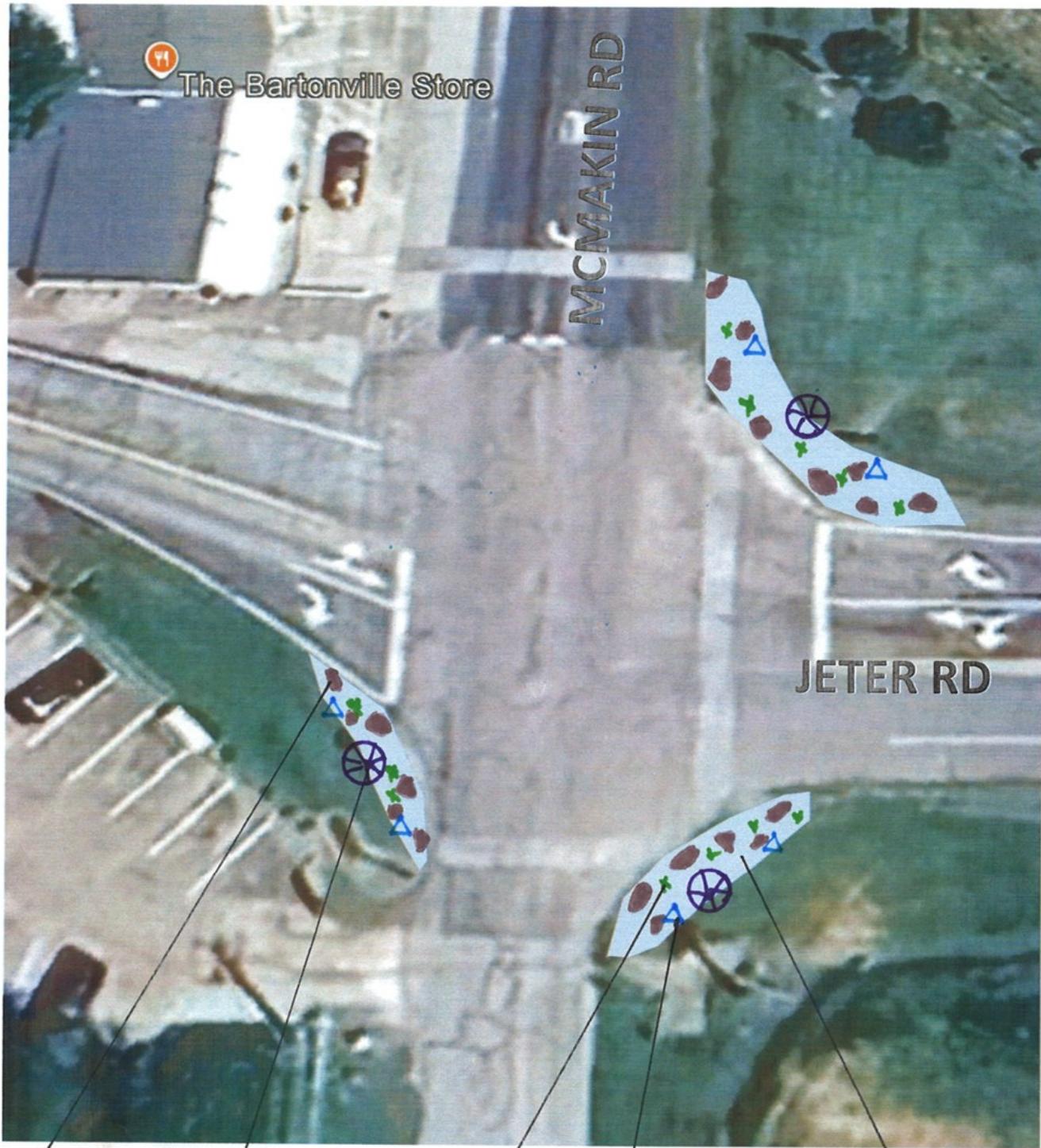
Colorado River Rock



## TOWN OF BARTONVILLE

Item D2.

### PROJECT AREA B LOCATION—JETER X MCMAKIN



Boulders

3-Desert Willow

12-  
Color  
Guard  
Yucca

6-Prickly Pear  
Cactus

Colorado River  
Rock



4-Prickly  
Pear  
Cactus

2-Desert  
Willow  
Tree

14-  
Colorguard  
Yucca



**804 Pioneer Circle East**  
**Argyle, TX 76226**

940-594-7596

**Estimate**

Item D2.

Date	Estimate #
11/19/2025	11955

Name / Address
Brenda Latham FM 407 and Jeter Rd. Bartonville TX 76226

Terms	Project

Description	Qty	Cost	Total
Drainage Excavation/Swale	5,256	0.96	5,045.76
Native River rock-3x1	48.7	337.50	16,436.25
Moss Boulders	8	360.00	2,880.00
Premium 3-5 gallon shrub	168	68.50	11,508.00
1 Gallon perennial	92	20.95	1,927.40
Nursery Grade Weed block and Erosion control Fabric (Sq ft) for use in areas where river rock is used.	5,256	0.57	2,995.92
Installation-Landscape	1	3,120.00	3,120.00
Proposal includes removal of sod and existing plant material in areas of bed construction. Swale and Drainage construction. Construction of approximately 5256 square feet of landscape bedding. Use of Moss boulders and river rock to create focal points. Plant layout and installation. New beds will be topdressed with River rock.			
		<b>Subtotal</b>	\$43,913.33
Note: All pricing good for 30 days from estimate date.		<b>Sales Tax (8.25%)</b>	\$0.00
		<b>Total</b>	\$43,913.33

[www.argylelandscapes.com](http://www.argylelandscapes.com)

Signature \_\_\_\_\_



# COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

---

**DATE:** February 4, 2026

**FROM:** Shannon Montgomery, Town Secretary

**AGENDA ITEM:** Discussion of Financial Report ending December 2025.

---

**SUMMARY:**

December 2025 Monthly Financial Report.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

N/A

**ATTACHMENTS:**

- December 2025 Revenue and Expense Report

Town of Bartonville  
Revenue and Expense Report  
As of December 31, 2025

1/28/2026 1

Item D3.

<b>800 - Bartonville Community Devel Department Revenue</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<hr/>							
<u>Sales &amp; Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	7,328.78	31,674.65	120,000.00	88,325.35	73.60%	29,705.30	120,809.70
Total Sales & Mixed Beverage Tax	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	7,328.78	31,674.65	120,000.00	88,325.35	73.60%	29,705.30	120,809.70
<hr/>							
<u>Other/Transfer</u>							
-4250 Interest Earned	2,298.14	7,383.10	25,000.00	17,616.90	70.47%	7,510.42	27,469.22
-4999 Transfer In	0.00	0.00	16,125.00	16,125.00	100.00%	0.00	0.00
Total Other/Transfer	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2,298.14	7,383.10	41,125.00	33,741.90	82.05%	7,510.42	27,469.22
Total	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,626.92	39,057.75	161,125.00	122,067.25	75.76%	37,215.72	148,278.92
Total Revenue	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,626.92	39,057.75	161,125.00	122,067.25	75.76%	37,215.72	148,278.92

Town of Bartonville  
Revenue and Expense Report  
As of December 31, 2025

1/28/2026 1

Item D3.

800 - Bartonville Community Devel Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>10-Administration</b>							
<u>Supplies</u>							
10-5147 Computer Software & Maintenance	0.00	3,000.00	3,000.00	0.00	0.00%	3,000.00	3,000.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Supplies	0.00	3,000.00	3,500.00	500.00	14.29%	3,000.00	3,000.00
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	0.00
10-5381 Legal	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	1,227.37
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Total Contracted Service	0.00	0.00	13,000.00	13,000.00	100.00%	0.00	1,227.37
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	0.00
10-5289 Marketing	14,000.00	14,000.00	14,000.00	0.00	0.00%	13,787.50	28,285.00
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	730.00
Total Other	14,000.00	14,000.00	114,625.00	100,625.00	87.79%	13,787.50	29,015.00
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	244.65	1,296.98	10,000.00	8,703.02	87.03%	1,947.19	13,642.45
Total Maintenance	244.65	1,296.98	10,000.00	8,703.02	87.03%	1,947.19	13,642.45
<u>Salary &amp; Benefits</u>							
10-5627 Salary Transfer to Town	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	10,000.00
Total Salary & Benefits	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	10,000.00
Total Administration	14,244.65	18,296.98	161,125.00	142,828.02	88.64%	18,734.69	56,884.82

## Town of Bartonville

Revenue and Expense Report  
As of December 31, 2025

1/28/2026 1

Item D3.

<b>800 - Bartonville Community Devel Department Expense</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Expense	14,244.65	18,296.98	161,125.00	142,828.02	88.64%	18,734.69	56,884.82